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DDA 84-0046/34  
31 August 1984



MEMORANDUM FOR: Director of Central Intelligence

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 31 August 1984

1. Progress reports on tasks assigned by the DCI/DDCI:

None.

2. Items/events of interest:

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b. PL 98-270 signed by the President on 18 April 1984, increased the federal raise granted on 8 January 1984, from 3.5% to 4%. Pay period 13 ending 9 June 1984, included the added .5% and a retroactive adjustment of .5% is required for pay periods 3 through 12 (1-8-84 to 5-26-84). These retroactive adjustments will be made over two pay periods. On 13 September 1984, employees will be paid the .5% adjustment for all normally reported hours during the retroactive period. On 27 September 1984, employees will be paid the .5% adjustment that requires manual calculations resulting from pay adjustments that may have been caused by personnel actions or amended time and attendance reports.

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f. The National Archives and Records Service (NARS) reported to the Office of Information Services that a Secret document containing information quoted from CIA reporting had been inadvertently declassified and shown to an FOIA requester without prior CIA coordination. The document, which was located in a Department of State file, is now being reviewed by the Directorate of Operations to determine whether the disclosed information warrants classification. The file also included a CIA document that was removed by NARS for safekeeping; the remaining material contained no information still classified from a CIA point of view.

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h. The steel posts and hydraulic units have been installed at the Route 123 entrance to the Headquarters compound, and the hydraulic units are in place at the George Washington Memorial Parkway entrance. Delta Scientific Corporation expects the barricades for the entrance to the DCI's garage to arrive this week.

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i. The Office of Employment/OP, in cooperation with the Office of Logistics and the Office of Security, is establishing in [ ] a pool where uncleared clerical applicants will be stationed pending the completion of security background investigations. The pool will provide an opportunity for the clericals to hone their skills as well as escalate clerical availability after security investigations are completed.

j. The Office of Personnel (OP) is prepared to bring on board as full-time contract employees those applicants for officer-technical positions who are unemployed and awaiting final clearance, and who might otherwise be forced by financial need to accept another job. These individuals will not be "pooled" in Washington but will remain at home, working on unclassified but meaningful research projects for Agency offices. When fully cleared, these "stand-bys" will be converted at once to staff employees. OP will manage this program in close collaboration with the hiring components.

k. The Office of Personnel has been advised by the Department of State (DoS) Passport Office that there will be a delay in obtaining visas because of a shortage of DoS couriers who were reduced in number from two to one. It is anticipated that this shortage will exist for the next six weeks.

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p. The ninth running of the Intelligence Process Seminar began on 27 August at the Chamber of Commerce building. The weeklong course was inaugurated in 1981 at the request of the DS&T and is for DoD and CIA managers and engineers responsible for developing national foreign intelligence collection systems and related technologies. The course provides an overview of the Intelligence Community, the intelligence process, the human and technical collection systems involved, and the role of intelligence in the national policymaking mechanism.

q. On 27 August, the DDA, Director of Logistics (D/OL), and the Director of Communications addressed the Career Trainee Development Course (CTDC) on the functions of the DA. This was the first time the DDA and D/OL have addressed the CTDC, and the reaction of the CTs was positive.

r. On 31 August the DDA met with the Acting Administrator of GSA to deliver the final draft of the GSA/CIA Memorandum of Implementation for signature. *///*

### 3. Significant activities anticipated during the coming week:

None.

*[Signature]*  
Harry E. Fitzwater

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